

DIRECTIVE NUMBER 300-10-12

DATE: February 14, 2013

TO: Kansas Department of Labor Managers and Supervisors

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Employment Outside the Kansas Department of Labor

1. Purpose. To state agency policy on outside employment.
2. Policy.
 - a. Outside employment by any Kansas Department of Labor employee must not conflict in any manner with the mission or operations of any program in the Department.
 - b. Employment outside the Kansas Department of Labor must not be performed during the employee's normal working hours.
 - c. Employment outside the Kansas Department of Labor must not interfere in any way with the employee's work within the Department.
 - d. Employees shall not solicit co-workers on behalf of any business enterprise during working hours.
3. Action Required. Advise all employees of the contents of this Directive.
4. Inquiries. Kyle Williams - HR (785) 296-5000 ext. 2565

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-21-99	Expiration Date: Continuous
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